

GENERAL STAFF MEETING

JUNE 2, 1989

AGENDA

INTRODUCTION

REVIEW OF MINUTES

YOUTH CONFERENCE

AWARDS NIGHT June 16, 1989 Rutgers College  
Banner Contest  
Scholarships  
Aspirante of the Year

MERIT RAISES

HISPANIC WOMEN'S RESOURCE CENTER

AT&T Training - June 14th

Puerto Rican Day Parade  
Newark - July 23rd  
Trenton - August 6th  
Paterson - August 20th  
Jersey City and Camden

Sci-Tech Affair - June 18th

Vacation Time

Unit Data Base

Computer Update

Programmatic Issues

- a. Intake Information
- b. Dropouts
- c. Deadlines
- d. EPA's
- e. Placement Report
- f. Data Base monthly reports

Internal Audits

Unit Updates

Announcements

Questions and Answers

Adios

# General Staff Meeting

June 2, 1959

## Youth Conference

### Comments

- Commended APPLP students of their hard work
- need more space
- need more organization (ahead of time)
- entertainment with recreational time (while sitting)
- duette made format of what needs to be done for the next conference
- Proper preparation for students

Cultural Conference will be held in November

### Awards Ceremony

Carmelo needs info today. {  
names of students  
how many people are coming  
# on buses

Angel suggested the ticket system for next year.  
Banners to be judged on the 14<sup>th</sup> of June.

June 11<sup>th</sup> - trip to Atlantic City for those interested.

NI & IT → new pre-college program for hispanic.  
7<sup>th</sup>, 8<sup>th</sup> dup  
9-12 classes, 2-3 recreational times.  
lunch & transportation covered.

June 2, 1989

{ By Wed. send Placement report for  
Marché April to Roberto  
By Fri. he needs for May

Assessment by June 20<sup>th</sup> on the computer  
for Mike Boney.

Request for Vacations by June 19<sup>th</sup>.

Programmatic Issues

- Get full intakes (long form) on each individual student
- Get rid of short form.
- Lette will revise long form

Get rid (close) cases that aren't valid.

Before July - those seniors not  
around (get rid of)

make sure that all reports are on time.

\* list of those in pre-summer programs

Internal Audits in July?

Put everything on a computer disc

- Outline (Table of Contents)
- Short Summaries (Detailed outline)
- Narratives
- Bibliography

\* then discuss for each section.

Recommendations & Conclusions

committee